

PERMISSION FOR NON-STATE EMPLOYEE TO OPERATE A STATE VEHICLE

The person named below has been authorized to drive a state vehicle for reasons stated below. This authorization is given provided a vehicle is available. The rules governing state vehicles are applicable at all times. The driver will be held pecuniary responsible if any laws or restrictions that are not followed while operating the vehicle. Driver is responsible for all tickets and/or traffic violations and also any damage that is caused by an accident to the vehicle and or property and/or human being. The vehicle will be inspected for any damage when it is returned and the inspection report given to the Facility Administrator.

Reason for use: _____

Vehicle: Tag# _____ Make: _____ Model: _____

Beginning Date: _____ Time: _____

Ending Date _____ Time _____

Driver: _____

Signature

Print Name

Facility Administrator or Designee: _____

Date permission granted: _____